

Canada Oil Substitution Program

How COSP works

Follow these steps to obtain a COSP grant:

1. Review the program information provided and ask your utility for information if necessary. Find out what alternatives are open to you, and whether you are eligible for a grant.
2. Obtain estimates from two or three contractors for the work you want done. Your utility can suggest names if necessary.
3. Check that the work the contractors propose is eligible for a grant. The COSP brochure lists eligible equipment and materials, or you can consult your utility.
4. Authorize a contractor to proceed with the conversion. When the work is complete the contractor normally will seek a safety inspection and hookup by the utility.
5. Be sure that you obtain a detailed invoice from the contractor and that an inspection is done by your utility. The invoice should bear:
 - name and address of the applicant and of the contractor
 - date of purchase
 - total amount for eligible equipment and eligible labour
 - separate listings of major equipment and materials installed or removed, and of ineligible equipment and materials.
6. Complete the application form, telephoning the utility for help if necessary, and send the form and supporting invoices TO YOUR UTILITY.

Your utility will verify the form and forward it to the federal government so that a cheque can be prepared and mailed to you.

Major program rules

* COSP provides taxable grants covering half the eligible costs of converting oil-fired heating systems from oil, up to a maximum of \$800 for single-family residences. These include single detached, semi-detached, or row houses, where each unit has its own heating system.

* Centrally-heated buildings containing two or more self-contained dwelling units are eligible for maximum conversion grants as follows:-

Number of units or suites	50 per cent of eligible costs to a maximum grant of:
2-3	\$1 000
4-6	\$1 500
7-10	\$2 500
11-20	\$3 500
21-50	\$4 000
51 and up	\$5 500

- * COSP is open to homeowners and to tenants with their landlord's written permission to undertake a conversion.
- * COSP grants must be reported as income for tax purposes. T-4 forms will be sent to applicants, who should include the amount of the grant in the income of the spouse with the higher income.
- * COSP applies to conversions undertaken on or after 1980 October 28 and before 1990 December 31.

* Qualifying conversions include the *replacement* of an oil system by another of a different energy source (such as replacing an oil furnace with a gas or electric furnace); the *adaptation* of an existing system to use another energy source (for example, by replacing the burner *only*) or the *addition* of a *supplementary* source while keeping oil to meet part of your heating requirements (for example, a wood stove).

* Payment will normally take the form of a single grant for a conversion that eliminates use of oil in the residence. In two cases, however, COSP can provide up to the maximum \$800 in two stages:

1. **When you supplement and later eliminate oil heating**
Under COSP you can add a supplementary system that meets at least half your heating requirements, and later use any remaining grant to convert to an energy source that eliminates the use of oil.
2. **When you rent and later buy non-oil-fired equipment**
The two-stage formula also applies if you rent non-oil-fired equipment and later buy equipment using the same energy source. Installation costs for the rental equipment are eligible, but not rental charges.

To COSP applicants:

This is the application form to be used for obtaining a grant under the Canada Oil Substitution Program toward the costs of converting your home heating system from oil to natural gas or electricity.

Please read carefully other sections describing the conversion and COSP application process, the rules of the program, and instructions for filling out the form.

More details on COSP are available in the brochure distributed with this form or from your natural gas or electrical utility.

The COSP brochure also contains details on a separate procedure to be followed if you wish information on converting to wood, solar, or other renewable energy sources, or to propane.

For COSP grants toward conversion of heating systems in commercial and industrial buildings, obtain separate application forms from your gas or electrical utility.

This application form is to be:

- Completed in full *after* you have converted your heating system
- Returned to your gas utility if you have converted to natural gas or to your electrical utility if you have converted to electricity.

Canada

Canada Oil Substitution Program

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Application Form

Residences

Cette publication peut aussi être
obtenue en français



Energy, Mines and
Resources Canada Énergie, Mines et
Ressources Canada

Government
Publications

KEEP THIS FOR YOUR RECORDS:

Fill in the following section and detach it from the application form before you mail the form. This section is your record of the costs of conversion. Please keep it, in case we have to communicate with you for further information.

Address of residence that was converted _____

Name of utility _____

Contractor who installed new equipment _____

Date of application YEAR MONTH DAY

Total eligible equipment costs	\$
Total eligible labour costs	\$
Other eligible costs	\$
TOTAL ELIGIBLE COSTS	\$
AMOUNT OF COSP GRANT	\$

Canada Oil Substitution Program

Here are instructions on how to fill out the application form after you have completed your conversion.

Use the following instructions as a guide to correctly fill in the sections of the form that apply to you.

- 2* Print your family name or if yours is a residential property in corporate form, then print the company name.
- 5 Example, 123 Main Street. If you have no street number, show lot number.
- 7 Check (✓) one of the street types. This section must be filled in to ensure that the grant is assigned to the correct house.
- 8 Fill in if the street direction is usually part of the address. For example, 123 Main Street *West*.
- 9 If you live in a building that has one or more unit (28 C) or in a trailer park (28 D), this box must be filled in.
- 13-17 Complete 13-17 only if your property address is rural. Refer to the property description section of your deed or check with your local Registry Office for the proper information.
- 22 Indicate how you converted your oil heating system off oil:
 1. Did you **purchase** equipment for another fuel source, for example, an electric or gas furnace?
 2. Did you **rent** conversion equipment, for example, a gas conversion burner?
 3. Is this application for the purchase of equipment you had **previously rented**?
- 27 Indicate your estimated heating cost with your original oil-fired heating system. Your oil supplier may be of assistance.
- 28 Check (✓) the statement that best describes the building in question. Consider carefully the correct answer since this may affect the amount of your grant.
- 32-33 Fill in the total costs for eligible equipment and materials and for eligible labour as they are shown on your invoices. Ensure that costs that are *not* eligible are *not* included. Please refer to the back of the application form to make sure the invoices from the contractor are correctly filled in.
- 34 Other eligible costs include costs for contracted removal of oil-fired heating equipment or storage tanks, costs for transferring attachments for humidifiers or air-conditioners from the oil-fired system to the new system, and costs of municipal or other governmental authorizations required for installation of the new equipment.
- 35 This figure is the sum of the figures in 32 to 34.
- 36 The amount of the COSP grant will be half the eligible costs of conversion (no. 35) up to a maximum grant of \$800 for single-family residences. The maximum grant for multiple-unit residences is on the back of this form.
- 41 Please read the Applicant's Certification carefully and enter the necessary information before you sign it. The information on the application will be verified in full, and any false statements may lead to prosecution. The application is void without the signature of the applicant.

* These numbers correspond to those on the application form.



**CANADA
OIL
SUBSTITUTION
PROGRAM
(COSP)**

GAS OR ELECTRIC RESIDENTIAL CONVERSIONS

ONLY ORIGINAL APPLICATION FORMS WILL BE ACCEPTED (NO COPIES)

APPLICANT (PLEASE PRINT CLEARLY)											
1. FIRST NAME & INITIALS				2. FAMILY NAME				3. SOCIAL INSURANCE NUMBER			
4. TELEPHONE		HOME		AREA CODE		NUMBER		BUSINESS		AREA CODE	
COMPLETE EITHER A (URBAN/CIVIC ADDRESS) OR B (RURAL ADDRESS)											
A. URBAN/CIVIC PROPERTY ADDRESS OF RESIDENCE THAT WAS CONVERTED											
5. STREET NO.		6. STREET NAME						7. STREET TYPE		8. STREET DIRECTION IF PART OF ST NAME	
								<input type="checkbox"/> AVE <input type="checkbox"/> BLVD <input type="checkbox"/> ST <input type="checkbox"/> RD <input type="checkbox"/> RUE <input type="checkbox"/> CH <input type="checkbox"/> OTHER		<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W	
9. APT./UNIT NO.		10. CITY/TOWN/VILLAGE/COUNTY									
11. PROVINCE		12. POSTAL CODE									
B. RURAL PROPERTY ADDRESS OF RESIDENCE THAT WAS CONVERTED											
13. LOT NO.		14. PROPERTY DETAILS AND APPLICABLE NUMBER						OTHER TYPE			
		<input type="checkbox"/> CONCESSION <input type="checkbox"/> BLOCK <input type="checkbox"/> RANGE <input type="checkbox"/> SITE <input type="checkbox"/> SECTION <input type="checkbox"/> PLAN									
		APPLICABLE NUMBER									
15. VILLAGE, TOWNSHIP, MUNICIPALITY								16. PROVINCE		17. POSTAL CODE	
18. MAILING ADDRESS (MUST BE COMPLETED BY RURAL PROPERTY OWNERS OR IF DIFFERENT FROM URBAN/CIVIC ADDRESS ABOVE)											
STREET NO.		STREET NAME									
CITY/TOWN/VILLAGE/COUNTY								PROVINCE		POSTAL CODE	
19. IN WHICH LANGUAGE DO YOU WISH ANY FURTHER CORRESPONDENCE? <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH											
20. CHECK (✓) ONE ONLY: <input type="checkbox"/> OWNER/OCCUPIER <input type="checkbox"/> LANDLORD <input type="checkbox"/> TENANT											
DESCRIPTION OF CONVERSION											
21. TO WHAT ENERGY SOURCE (S) DID YOU CONVERT?											
<input type="checkbox"/> ELECTRICITY <input type="checkbox"/> NATURAL GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER											
22. HOW DID YOU CONVERT YOUR OIL HEATING SYSTEM (CHECK (✓) ONE ONLY)											
<input type="checkbox"/> PURCHASED NON-OIL-FIRED EQUIPMENT <input type="checkbox"/> RENTED NON-OIL-FIRED EQUIPMENT <input type="checkbox"/> PURCHASED PREVIOUSLY RENTED EQUIPMENT											
23. IF YOU RENTED NON-OIL-FIRED EQUIPMENT, WHEN WAS IT INSTALLED? YEAR MONTH DAY											
24. NAME OF CONTRACTOR WHO INSTALLED YOUR NEW EQUIPMENT											
25. ADDRESS OF CONTRACTOR CITY PROVINCE POSTAL CODE											
26. ARE YOU STILL USING OIL FOR PART OF YOUR HEATING SYSTEM? CHECK (✓) ONE ONLY <input type="checkbox"/> YES <input type="checkbox"/> NO											
27. ESTIMATED ANNUAL HEATING COST USING THE OIL-FIRED SYSTEM PRIOR TO CONVERSION \$											
28. CHECK (✓) ONE ONLY; FILL IN ALL NECESSARY INFORMATION											
A. <input type="checkbox"/> THE BUILDING COVERED BY THIS APPLICATION IS A SINGLE-FAMILY DWELLING											
B. <input type="checkbox"/> THE BUILDING COVERED BY THIS APPLICATION IS A MULTIPLE-FAMILY DWELLING WITH A CENTRAL HEATING SYSTEM											
C. <input type="checkbox"/> THIS APPLICATION COVERS A RESIDENTIAL UNIT IN A MULTIPLE-FAMILY DWELLING WHERE EACH UNIT HAS ITS OWN HEATING SYSTEM											
D. <input type="checkbox"/> THE BUILDING IS A MOBILE HOME MANUFACTURER MODEL NAME SERIAL NUMBER											
29. APPROX. YEAR OF CONSTRUCTION OF THE BUILDING											
30. HAVE YOU USED THE FREE ENERSAVE INSULATION ANALYSIS ON THIS RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO											
31. HAVE YOU RECEIVED A CHIP (CANADIAN HOME INSULATION PROGRAM) GRANT FOR THIS RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO											

TB / CY REQ 5060

EMR 703E (ENERGY) (03/83)

CALCULATION OF CANADA OIL SUBSTITUTION PROGRAM GRANT (ORIGINAL INVOICES MUST BE ATTACHED)

32. TOTAL ELIGIBLE EQUIPMENT AND MATERIAL COSTS	\$				
33. TOTAL ELIGIBLE LABOUR COSTS	\$				
34. OTHER ELIGIBLE COSTS	\$				
35. TOTAL ELIGIBLE COSTS	\$				
36. AMOUNT OF COSP GRANT	\$				
37. HAVE YOU PREVIOUSLY RECEIVED A COSP GRANT FOR THIS RESIDENCE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES	38. DATE OF FIRST CONVERSION	YEAR	MONTH	DAY	39. AMOUNT OF FIRST COSP GRANT \$

APPLICANT'S CERTIFICATION

I hereby apply for a Canada Oil Substitution Program payment and certify that

A. Before the conversion was made, the residence in question was heated by an oil fired system which was installed:

(i) ☐ On or before 1980 October 28 or

(ii) ☐ After 1980 October 28 but the energy source to which I converted was not available to the location of the residence until after that date and/or

(iii) ☐ After 1980 October 28 but I did not become the owner of the residence or otherwise become legally entitled to make the conversion until after 1980 October 28

B. CHECK (✓) ONE ONLY: ☐ I am ordinarily resident in Canada ☐ I am ordinarily resident in _____ (Name of country)

C. All of the information contained in this form is true and the attached invoice (s) accurately state the costs of the conversion paid or payable by me. I recognize that a false statement may lead to prosecution and / or civil action for the return of monies paid.

D. I agree that any person who has supplied work or services for the conversion may disclose any information pertaining to the conversion to any authorized representative of the Minister of Energy, Mines and Resources. I agree to allow any authorized representative of the Ministry of Energy, Mines and Resources to inspect the residence at reasonable times. I acknowledge and agree that a payment under this program does not constitute an endorsement, approval or warranty by the Government of Canada, its employees or independent contractors of any goods or services furnished or rendered in connection with the conversion, nor of the price paid for such goods or services.

40. DATE YEAR MONTH DAY

41. APPLICANT'S SIGNATURE

PLEASE ALLOW 6 WEEKS FOR YOUR APPLICATION TO BE PROCESSED

PLEASE RETURN COMPLETED FORM TO YOUR UTILITY COMPANY

UTILITY VERIFICATION (TO BE FILLED OUT BY UTILITY)											
42. DATE OF CONVERSION YEAR MONTH DAY											
43. CUSTOMER NUMBER											
44. CONTRACTOR NUMBER											
45. VOLUME OF OIL DISPLACED ANNUALLY BY NEW SYSTEM (LITRES)											
EMR USE ONLY											
DATE YEAR MONTH DAY				REVIEWED BY				APPROVED FOR PAYMENT			

Canada

IMPORTANT NOTICE TO COSP APPLICANTS

The Government of Canada has announced that the Canada Oil substitution program will terminate on March 31, 1985. Heating conversions completed on or before that date will be considered for grants according to existing program criteria.

For details on conversions to natural gas or electricity please contact your natural gas or electricity utility company. For conversions to wood, other renewable energy sources or propane contact your EMR Regional office at the phone number or address given in the brochure.

